



City of Kingman, Arizona

Classification: Assistant City Surveyor
Department: Engineering
Accountable To: City Surveyor
Created/Revised Date: July 2016
FLSA Status: Exempt **Salary Grade:** 218 **Band:** D **EEO4:** 2

GENERAL DESCRIPTION OF POSITION

Performs advanced professional and technical work in the direction of City cadastral, construction and preliminary surveys for engineering design and other related surveying activities. The primary responsibility of an employee in this class is to plan, direct, implement, supervise and evaluate the daily activities and work flow of surveying staff. Exercises a high degree of independence and initiative in complex work assignments and priorities. Conducts land and construction surveys to develop and maintain survey monuments, boundaries, and benchmarks for survey control of City infrastructure and private development projects; Provides technical support for Capital Improvement Programs (CIP) and property acquisition projects.

SUPERVISION RECEIVED

Works independently within the Engineering – Surveying department. Reports directly to City Surveyor who reviews work through conferences and the evaluation of overall results achieved.

SUPERVISION EXERCISED

Exercises supervision over survey party staff. May act as City Surveyor in their absence.

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- This job has partial responsibility for supervision of survey party staff including making recommendations for hiring, training, planning and prioritizing tasks, assigning work, scheduling, ensuring policy and procedure compliance, monitoring staff performance and development. Assists City Surveyor and City Engineer with performance planning and evaluations.
- Organizes the work flow of the day-to-day activities of the survey party staff; Instructs and trains subordinates in a field and office setting regarding the technical aspects of surveying; and ensures survey party cooperation and support to other departments within the City as required. As needed, assists survey staff with daily tasks to ensure time lines are being met; Ensuring work flow and tasks completed are efficient and accurate.
- Instructs survey crews in the field layout of the more difficult construction projects in gathering field information preliminary to design of improvement drawings, in replacing lost survey monuments, in setting property corners on city land from legal descriptions and title information, and in performing other aspects of survey work.
- Sets priorities for the surveying projects; Reviews and verifies data, GPS coordinates, and control points; Reviews and approves field notes and data calculations; Reviews, evaluates and seals completed field surveys.
- Manages, organizes, coordinates, and monitors surveying activities and functions for conformance to State laws, regional ordinances, public records, and property boundary data.
- Writes legal descriptions for rights-of-way, deeds of dedications, easements and other city land sales, purchases, parcel transfers and leases.
- Advises various individuals and developers with legal access problems to ensure compliance with City and State regulations.

- Advises planning officials on technical problems and questions relating to rights-of-way, subdivision design and surveying.
- Performs computations from survey party notes for application to mapping or legal descriptions.
- Researches legal boundaries and gathers record information for survey party and for mapping procedures.
- Performs reconnaissance for outlining survey instructions for survey party.
- Makes survey computations and adjustments related to boundary decisions.
- Stamps and seals legal descriptions, record of surveys and cadastral survey plats.
- Surveys and replaces property corners destroyed by city street or maintenance crews.
- Maintains survey records for the general public, private surveyors and engineers and other governmental agencies.
- Oversees restoration and perpetuation of survey control monuments; street centerline, basic horizontal and vertical control and cadastral monumentation.
- Drafts cadastral maps and legal plats and records same.
- Conducts research for mapping and legal descriptions prepared by the city.
- Researches and stays current in Surveying industry best practices and information technology trends. Recognizes the need for change and makes recommendations to City Surveyor and/or City Engineer on new or revised programs and technology systems that support the department's goals and can add sustainable value.
- Writes clear and accurate reports which may be complex and requires the registered land surveyor to provide their seal and/or signature to their approved review and attestation of documents/survey results.
- Delineates rights of way; Conducts topographic surveys for design projects; and, establishes control monuments for property surveys, construction staking, and aerial mapping control.
- Compiles accurate notes, records, and sketches of work performed and data secured to document the results of the survey effort.
- Communicates with the general public, other City employees, management, and contractors to answer questions, resolve problems, and coordinate work assignments.
- Uses a variety of computer programs such as CAD and data transfer programs to analyze survey results and produce maps and survey data of all types.
- Sets real property boundaries; Assures the accuracy of files and indexes of maps, deeds and other legal documents as a matter of public record in accordance with State law.
- Reads and interprets technical engineering plans and plots. Prepares and reviews legal description and deeds.
- Provides excellent customer service to both internal and external contacts.
- Responds to inquiries and complaints and makes necessary arrangements to resolve any problems as needed.
- Maintains regular attendance and punctuality.
- Maintains confidentiality of work-related information.
- Works in a safe manner and reports unsafe activity and conditions.
- This position is subject emergency recall during non-working hours due to staff shortage, to interact with staff on various shifts and/or operational needs.

PERIPHERAL DUTIES

- Serves as a member of various employee committees.
- Performs other duties as assigned. Acts as City Surveyor over department issues in his/her absence. Provides back-up to the other related positions in Survey Division.

WORK CONTACTS

- Considerable contact with other engineering personnel in preparing construction plans and drawings.
- Considerable contact with other engineers and surveyors doing work in the Kingman Area.

DESIRED MINIMUM QUALIFICATIONS:

Education and experience:

- Graduation from high school supplemented by two (2) years of college level course work in land surveying and engineering.
- At minimum, an Associate's Degree from an accredited college or university with major course work in civil engineering, land survey or degree related to the core functions of this position is desired (Bachelor's Degree preferred).

- Five (5) years of experience in professional, technical survey engineering work, including at least two (2) years of experience leading survey crew activities.
- Any equivalent combination of education, experience, and training which provides the knowledge, skills and abilities necessary to perform the work.

Necessary Knowledge, Skills and Abilities:

Knowledge: Thorough knowledge of survey techniques used in making cross section, profile, location, topographic, and construction layout surveys; Local surveying principles, rules, and regulations governing land surveying as defined by Federal and State statutes, rules, ordinances, standards and codes governing land surveys; Field survey engineering methods and techniques; Land status research methods, theories, concepts, methodology, and techniques; Methods for design, construction and maintenance of public works engineering projects; Operation, calibration, and maintenance of a variety of specialized surveyor equipment; Considerable knowledge of Civil Engineering and survey terminology; computer-aided drafting equipment and programs; Supervision and evaluation methods and techniques; City geography, traffic patterns, streets, landmarks and boundary locations; Working knowledge of personal computers and software (word processing, spreadsheets, project and scheduling – Trakit, etc.); Occupational hazards, related Federal and State OSHA regulations and standard safety precautions.

Skills: Skill in operating and maintaining complex surveying equipment and electronic field data recording equipment; Planning, organizing and managing land survey projects; Reading, interpreting and applying project plans, maps, diagrams, legal descriptions, and technical specifications; Consolidating field notes and survey data into AutoCAD and Civil 3D software for base maps and drawings; Operating a personal computer utilizing standard and specialized software, including GIS, GPS, and other specialized engineering and general office software applications; Working in a team environment; Providing customer service; Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to provide work direction, guidance and supervision of assigned staff.

Abilities: Ability to use complex optical and electronic instruments and equipment used in survey engineering; Accurately read and comprehend maps, legal descriptions, sketches, construction plans, layouts, blueprints, etc.; Perform higher level mathematical calculations such as calculus, algebra, and trigonometry using a calculator/computer; Enter data or information into a terminal, PC, or other keyboard device to update/maintain databases; Review or check the work product of others for conformance with standards; Observe or monitor data in survey reports; Draw or letter charts, schedules, graphs, maps, or similar objects; Prepare, organize and maintain survey field and office data, reports and systems; Write clear, complete and accurate reports and correspondence; Effectively deliver presentations in public settings; Effectively communicate complex technical information, orally and in writing, to a variety of work contacts; Coordinate and organize work activities for division staff; Establish and maintain effective working relationships with assigned employees, coworkers, supervisor, other departments and the public; Follow and maintain safety standards and identify safety problems; Promote and adhere to safe work practices; Carry out assigned projects to their completion; Use appropriate tact and consideration in dealing with complaints and questions; Adapt to changing work priorities, accept changes in project schedules and meet deadlines; Work independently, and as a team, to complete daily activities according to work schedule; Effectively supervise, evaluate, train and motivate employees and develop/maintain a positive working relationship in work environment and with employees; Use equipment and tools properly and safely; Perform in adverse weather conditions; Bend or stoop repeatedly or continually while performing surveying; Traverse safely over rough, uneven, sloping, or rocky surfaces or terrain, and maneuver around unfinished construction elements.

SPECIAL REQUIREMENTS

- Requires Arizona state registration as land surveyor, or if registered as a land surveyor from another state, requires ability to become a registered land surveyor with State of Arizona within six (6) months.
- Must possess a valid Arizona State driver's license or have ability to obtain one prior to employment.
- Must be physically capable of moving about on construction work sites.

WORK ENVIRONMENT

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:_____

Date:_____

Employee Printed Name:_____